STATE CONTROLLER'S OFFICE PERSONNEL/PAYROLL SERVICES DIVISION P.O. Box 942850 Sacramento, CA 94250-5878

DATE: April 8, 2003

CALATERS LETTER #03-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager

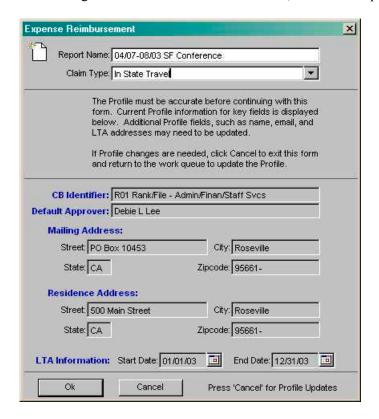
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS SYSTEM ENHANCEMENTS AND MODIFICATIONS

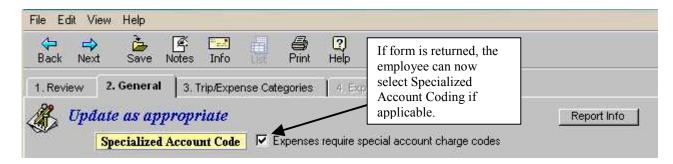
The CalATERS will be updated on Thursday, April 10, with new program code. Highlights of the modifications that will impact CalATERS screens and/or forms processing are outlined below. These changes will affect Travel Advance and Expense Reimbursement forms that are created after the new program code is installed. Forms created before the installation of new program code will not be impacted. It is recommended that this letter be printed to get clear images of the sample screens.

Changes included in code version 1.0.7.3, effective on April 10, 2003:

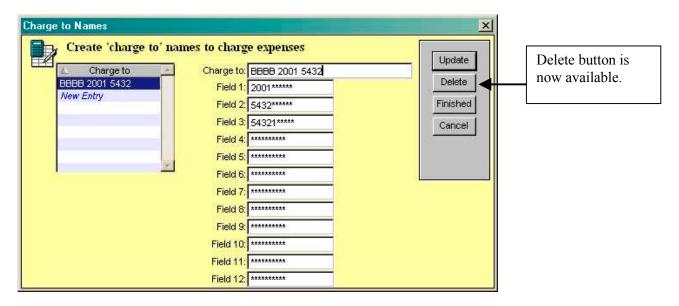
Employee validation of Profile information – Key Profile fields (CB Identifier, default approver, mailing address, etc.) have been added to the Report Name screen on the Expense Reimbursement form. This will allow an employee to validate these fields before continuing with an Expense Reimbursement form. If Profile fields are incorrect, the employee is directed to Cancel and update their Profile before proceeding. See sample screen. Note that if the employee has not specified Residence Address or Long Term Assignment information in their Profile, none will display.



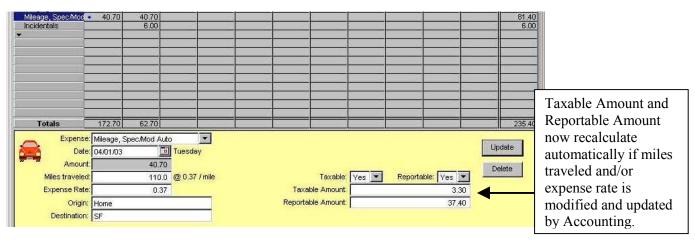
Specialized Account Coding, Returned Forms – Employees can now select Specialized Account Coding on Expense Reimbursement forms that have a "returned" status. See sample screen.



Specialized Account Coding, Charge To Names screen – The delete button is now available to Accounting staff on the Charge To Names screen. This is the screen where detailed account coding is created, updated, and now deleted if applicable. See sample screen.

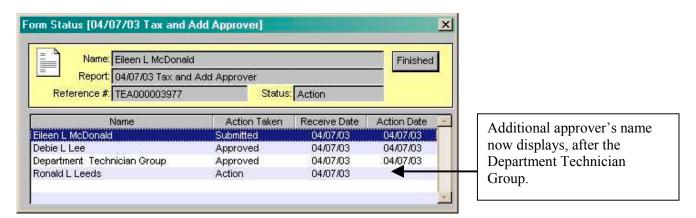


Taxable and Reportable fields – The taxable and reportable fields that are viewable by Accounting staff on Expense Reimbursement forms, now recalculate correctly when expenses are manually modified by Accounting.

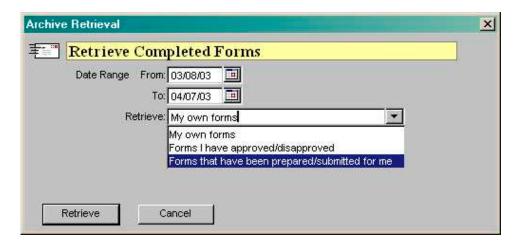


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Form Status Window and Additional Approvers – Additional Approvers added by Accounting staff, will now have their name displayed correctly in the Form Status window. Previously, "Department Technician Group" was displayed, versus the additional approver's name.



Retrieving Archived forms that were submitted by a Submitter - Employees can now retrieve forms that were submitted on their behalf by a designated Submitter. Previously the Submitter had to retrieve the form from Archive. This new archive option is called "Forms that have been prepared/submitted for me."



Returned forms to Approvers - When Accounting returns a form to the employee's Approver for correction, the Approver will receive email notification. The Approver can access the system to take the appropriate action.

Email note for returned forms – Previously, when a form was returned to the employee, the email notification the employee received stated that the form had been "disapproved". The wording in the email has been corrected to reflect "returned" rather than "disapproved."

CalATERS Report Update:

Report 29, <u>Approved Travel Advance(s)</u>, has been updated and will be available April 14, 2003. The report is daily and has been updated to include the Index Code, Travel Advance check delivery option, and the date needed by the employee.

Report 34, <u>Travel Advance(s)</u> With Outstanding Balance, is now available. The report is daily and will list any Travel Advances that have outstanding balances.

Report 39, <u>Manual Travel Advance(s)</u> Entries, will be available April 9, 2003. The report is daily and will list any Travel Advances that have been entered into CalATERS through System Administration.

CalATERS instructions, available on the CalATERS web site, have been updated and will be made available the week of May 5, 2003, along with a new and improved CalATERS web site. If you have questions or if you experience any problems related to the aforementioned topics please contact your Department CalATERS Help Desk, and reference this CalATERS Letter. Thank you.